

DEPARTMENT OF CORRECTIONS

Staff Development / Training Bureau

DOC Training Schedule

Employee wishing to attend any scheduled training session may register by submitting a Training Request Form to the Training Unit For additional information, please contact DOC Training Unit at [406] 846-1320 ext 2483.

April	Time	Course Title	Site Location	Cost	Hours
3-21	8am-5pm	CDOB - Correction/Detention Officer Basic	MLEA-Helena, MT	\$225	120
6	9am-4pm	Defensive Driving Course	DOCTC		6
10	8am-12pm	Office 2003 Upgrade Changes	MSP - Computer Lab		4
11	8am-12pm	Outlook 2003	MSP - Computer Lab		4
11	1pm-4pm	ACIS Inquiry	MSP - Computer Lab		3
12	12pm-4pm	Office 2003 Upgrade Changes	MSP - Computer Lab		4
12	8am-4pm	Non-Violent Crisis Intervention	MSP - Large Classroom		8
17-18	8am-4pm	Excel 2003	MSP - Computer Lab		14
17-28	8am-5pm	New Employee Orientation	MSP-Large Classroom		80
20-21	8am-4pm	Basic Computer	MSP - Computer Lab		14
24	8am-4pm	Internet Research	MSP - Computer Lab		7
25-26	8am-4pm	Word 2003	MSP - Computer Lab		14
24-26	8am-5pm	CP&R	DOCTC	\$18	24

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May	Time	Course Title	Site Location	Cost	Hours
1-26		Correction Officer & Support Staff Site Specific Basic	MSP		
1-3	8am-5pm	CP&R	MWP	\$18	24
8-12	8am-5pm	Basic Instructor Development	DOCTC	\$20	40
15-26	8am-5pm	New Employee Orientation	MSP-Large Classroom		80
30	8am-5pm	Staff Sexual Misconduct	MSP-Large Classroom		4
31	10am-2pm	Staff Sexual Misconduct	MSP-Large Classroom		4

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June	Time	Course Title	Site Location	Cost	Hours
5-23	8am-5pm	CDOB - Correction/Detention Officer Basic	MLEA	\$225	120
6-12	8am-5pm	Basic Firearms Instructor Class	DOCTC		40
12-23	8am-5pm	New Employee Orientation	MSP - Large Classroom		80

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July	Time	Course Title	Site Location	Cost	Hours
8-9	8am-5pm	Jim Gregg Shooting School	Anaconda, Montana	\$295	20
11-12	8am-5pm	Jim Gregg Shooting School	Anaconda, Montana	\$295	20
14-15	8am-5pm	Jim Gregg Shooting School	Anaconda, Montana	\$295	20
17-21	8am-5pm	Staff Supervision	DOCTC	\$30	40

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August	Time	Course Title	Site Location	Cost	Hours

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Sept	Time	Course Title	Site Location	Cost	Hours
11-15	8am-5pm	Advanced Instructor Development	DOCTC	\$30	40
18-Oct6	8am-5pm	CDOB - Correction/Detention Officer Basic	MLEA	\$225	120

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October	Time	Course Title	Site Location	Cost	Hours
9-Nov3	8am-5pm	AP&P - Adult Probation & Parole	MLEA		

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November	Time	Course Title	Site Location	Cost	Hours
27-Dec 15	8am-5pm	CDOB - Correction/Detention Officer Basic	MLEA	\$225	120

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December	Time	Course Title	Site Location	Cost	Hours